

EQUIPMENT SERVICE ATTENDANT

DEFINITION

Under supervision, to perform general housekeeping at the garage facility; repair and install tires; transport City vehicles; pick up and deliver automotive parts and garage materials; minor repair and maintenance; track and coordinate vehicle warranty, recall and smog work; and to perform other related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Equipment Maintenance Supervisor.

EXAMPLES OF DUTIES - Duties may include but are not limited to the following:

1. Sweep garage floors and adjacent areas; clean spills, shop equipment, and fuel station equipment; empty trash barrels.
2. Transfer and move oil and grease barrels.
3. Perform minor tire repair and install on City vehicles and equipment.
4. Pick up and transport City vehicles, automotive parts and garage materials to and from vendors, City Hall and the corporation yard.
5. Service and repair fuel pumps.
6. Respond to road emergencies.
7. Perform minor repairs and maintenance on vehicles and equipment.
8. Track and coordinate warranty, recall and smog work.
9. Perform minor maintenance and repair work to shop and shop equipment.
10. Strip, salvage parts and prepare vehicles for auctions or major electrical installations.
11. Install radios.
12. Assist skilled mechanics in lifting and cleaning automotive and heavy equipment components.

QUALIFICATIONS

Knowledge, Abilities and Skills

- A. Knowledge of automotive nomenclature, tools, equipment and supplies.
- B. Knowledge of automotive maintenance, servicing and minor repair work.

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- C. Ability to perform safe repair work and installation of tires.
- D. Ability to safely lift and move heavy items.
- E. Ability to operate a variety of City vehicles and equipment.

EXPERIENCE AND EDUCATION

Any combination equivalent to education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

One year experience in the fueling, servicing and minor repair of automobiles or other automotive stock.

Education

Equivalent to completion of the twelfth grade.

Licenses or certificates

Possession of a valid Class C California Driver's License at time of appointment.

PROBATIONARY PERIOD: One year

308CS91

August, 1998

AAP GROUP: 18

FLSA STATUS: Non-Exempt

FPPC STATUS: Non-Designated